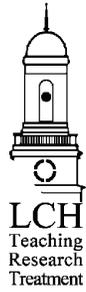


Larue D. Carter Memorial Hospital The Carter Insider



Volume 4, Issue 11

November 2008

Eat Healthy for the Holidays

It takes a superhuman effort to say no to every treat you'll be offered in the coming weeks, so instead, **try for moderation** and follow these guidelines:

- **Control your portions.**

Eat small portions, limit the food you know you should limit, and don't stuff yourself.

- **Don't skip meals.**

A common holiday "strategy" is to skip breakfast—and maybe lunch—because you know a big meal is coming. The idea is to "save up calories" for the feast. This always backfires because you come to the meal starving and you wind up eating way more than you intended—and you consume more calories than you would have.

- **Never arrive hungry.**

An hour or so before the big party, have a glass of tomato juice, a couple of whole grain crackers, or a slice of cheese to

keep your appetite under control.

- **Use a small plate.**

A full salad plate looks like a lot of food and psychologically "feels" that way. You can always go back for seconds, but the eating process will be slowed, which gives you more time to feel full.

- **Begin with a salad.**

A salad fills you up, provides fiber, and is a wonderful alternative to higher calorie foods.

- **Divide your plate into thirds.**

Think protein, vegetables, and carbohydrates. That way, you won't fill your plate with just the starches and desserts.

- **Replace sweet with spicy.**

Cravings for sweets sometimes evaporate when you eat some-

thing spicy or pickled.

- **Eat slowly.**

It takes about 20 minutes for hormones to signal your brain that you're full. So take time to chat!

- **Be sure it's not thirst.**

Sometimes when we crave food, it's not really hunger—it's mild dehydration. So, drink plenty of water or other low-calorie beverages.



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Performance Management Changes

Several changes have been made to the Performance Management system that will impact state employees. **First, the overall rating scale now has five anchors** rather than the previous three. These performance levels are:

- Outstanding
- Exceeds Expectations

- Meets Expectations
- Needs Improvement
- Does Not Meet Expectations

This allows management to more closely align your overall performance rating with your actual job performance.

Second, the Work Profile

and the Performance Appraisal are now on the same form. The new form will help streamline communication.

Third, General Factors are now called "competencies" and appear first on the form.

Competencies are the link

(continued on page 3)

“We want to be certain we are providing...ample opportunity to...transition to a completely tobacco-free campus.”

Tobacco-free LCH Update by Todd Graybill, Superintendent

By now, everyone in the hospital has learned that we plan to go tobacco-free as a facility in the near future. The first piece of information I want to share is the revised implementation date. While we had initially set the effective date as January 5, **we have revised the implementation date to Monday, March 30.** We want to be certain we are providing both patients and staff ample opportunity to make preparations and transition to a completely tobacco-free campus.

As you may be aware, a com-

mittee (chaired by **Mike Logar**) has been formed to develop the workplace plan to make the hospital tobacco-free. While not an exhaustive list, some of the features of the plan include:

- Fairbanks will complete patient assessments and assist with patient education, including smoking cessation groups.
- A letter and a copy of the policy will be sent to all families, gatekeepers, and NAMI.

- The EASY program will be available to staff.
- A mentoring program will be developed so that patients who have quit can offer support to other patients who are current smokers.
- A Nicotine Anonymous support group for patients will be implemented.
- HR will notify employees of the new policy.

(continued on page 3)

The EASY Program Can Help

The State of Indiana and the Anthem Employee Assistance Program (EAP) put convenient and confidential resources within your reach via the EASY Program to help keep you and your loved ones healthy and happy. **The EASY Program can help you identify and resolve problems such as:**

- Relationship and family concerns
- Child and elder care needs

- Alcohol and drug issues
- Support in times of loss or grief
- Assistance with depression and anxiety
- Financial and legal concerns
- Stress management

Telephone counseling, crisis assistance, legal and financial referrals and care resources

are available **24 hours a day, 365 days a year. Just call 1-800-223-7723.** You also have access to **www.AnthemEAP.com** for helpful resources and interactive tools.

Your participation is voluntary and confidential. Your friends, family and employer cannot find out about your use of the EASY program without your written consent.

You don't have to carry your burden alone.



LCH Potpourri

November's Employee of the Month is **Juanita Henry** (Housekeeper). She has been described as pleasant, helpful, positive, and hard-working. Congratulations on a job well done, Juanita!

LCH welcomes: Hattie Blair (Housekeeper) and **Annie Self** (LPN).

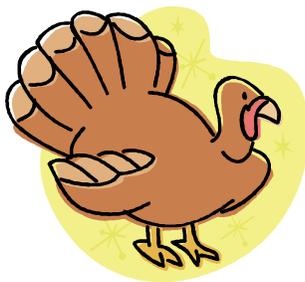
We say farewell to: Aaron Baker (Painter).

Don't forget to make your **open enrollment** selections

online **before noon on November 24!**

Adult consumers were able to cast their ballots on October 31 and November 3 thanks to the Election Travel Board. Special thanks go to **Vivian Shank** and **John Clampitt**.

If you are interested in being a **Holiday Wish List Sponsor**, contact **Laurie Lee** at 4132. Sponsors agree to purchase at least three gifts for each client sponsored.



Safe Shopping

This time of year, stores offer great bargains so they can get lots of people in the shopping mood. But make sure you keep yourself safe when you join the shopping crowds.

- **Avoid carrying large amounts of cash.**

If someone takes your cash, it's gone.

- **Stay alert.**

Be sure you are aware of what's going on around you.

- **Guard your purse.**

Keep it close to your body, in front of you where you can see it, and cover the clasp or flap with your hand or forearm.

- **Watch your wallet.**

Carry your wallet in an inside coat pocket or side pants pocket. Never carry your wallet in a rear pants pocket.

- **Don't overburden yourself.**

Being loaded down with packages makes it difficult to keep track of your purse or wallet or respond to a situation.

- **Make your car unattractive to thieves.**

Park in well-lit areas, and be sure to close the windows and lock the doors even if you'll just be gone "for a minute." Hide even the smallest valuables in your trunk.

- **Hold children's hands.**

If you get separated, make sure they know to go to a security guard or store clerk for help. Teach them to never go to the parking lot to look for you or your car.



Performance Management Changes continued from page 1

between how an employee performs her/his work and what results are achieved.

Competencies required of all state employees are: job knowledge, customer service, and teamwork.

Management determines other competencies based upon the job content, and these competencies are shared with similar jobs in other State-operated facilities. The new form allows for comments to be made for both the competencies and the

expectation/goals areas.

As always, **performance management is primarily a communications tool** to be used all year long. The performance appraisal component **determines the size of an employee's pay increase based upon that employee's job performance.**

It is anticipated that the pay increase percentages will be announced later this year. It is also anticipated that employees

will see their raises sometime in April. At this point, we do not know if there will be a General Salary Adjustment.

All LCH supervisors were required to attend training on the changes to the performance management system. This training was presented by Angie Reed, Director of Training for FSSA, Central Office.

The Carter Insider will be sure to keep you updated as more details become available.



Tobacco-free Update continued from page 2

- Flyers featuring the benefits of smoking cessation will be placed in various hospital locations.
- Smoke break times will be condensed on a progressive basis leading up to the March 30 effective date. (A schedule will be made available in the near future.)

We recognize that this is going to be a challenging process, and

so we welcome your ideas and thoughts. **If you have ideas or feedback, please contact me (Todd Graybill) or Mike Logar.**



Tobacco Facts:

- Tobacco use is the single most preventable cause of death and disease in the United States.
- Annually, cigarette smok-

ing causes more deaths than alcohol, AIDS, car accidents, illegal drugs, murders, and suicides combined.

- An estimated 1.1 million adults in Indiana smoke cigarettes.
- The impact of tobacco on Indiana is staggering, costing 9,800 Hoosiers' lives each year.



**INDIANA FAMILY
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AND ADDICTION**

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- **Teaching**
- **Research**
- **Treatment**

The Carter Insider
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This Month's Contributors:
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Paula McAfee, Kathy Scott,
Vivian Shank, Kausar Siddiqi

November 2008

Our Vision

Our vision is to serve the citizens of Indiana as a center of excellence in mental health.

Our Mission

Our mission is to provide specialized treatment, education, and research in the field of mental health.

Quote of the Month:

"Ideas are like rabbits. You get a couple and learn how to handle them, and pretty soon you have a dozen."

John Steinbeck



Training Opportunities

Customer Service

Date: November 26

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Effective Communication (supervisors)

Date: December 3

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Evaluating Performance (supervisors)

Date: December 9

Time: 9:00 am to noon

Place: State Conference Center, Room 16

Selection and Interviewing

Date: December 12

Time: 9:00 am to 3:00 pm

Place: State Conference Center, Room 16

Interpersonal Dynamics

Date: December 9

Time: 8:30 am to 4:00 pm

Place: LCH, Boardroom

Cost: \$50

Mentoring and Motivating (supervisors)

Date: December 2

Time: 1:00 pm to 4:00 pm

Place: State Conference Center, Room 16

Litigation Landmines (supervisors)

Date: December 3

Time: 1:00 pm to 4:00 pm

Place: State Conference Center, Room 16

Sexual Harassment Prevention

Date: December 11

Time: 9:00 am to 11:00 am

Place: State Conference Center, Room 16

Progressive Discipline (supervisors)

Date: December 17

Time: 9:00 am to noon

Place: State Conference Center, Room 16

To register or for more information,
contact Hank Kimmel (4336).

